

KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE ADMINISTRATORS
MEETING MINUTES
September 2, 2021

A meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Department of Professional Licensing located at 500 Mero Street, Frankfort, KY 40601 and via Zoom on September 2, 2021.

MEMBERS PRESENT

David McKenzie, Vice Chair
Jason Shelton
Keith Knapp
Charlotte Whittaker
Tom Davis
Dr. Tuyen Tran

DEPARTMENT OF PROFESSIONAL LICENSING

Chessica Nation, Administrative Section Supervisor
Tasha Stewart, Board Administrator

MEMBERS NOT PRESENT

Kenneth Urlage, Chair
Mother Christina Murray
Eric Hagan
Melanie Eaton

OTHER

August Pozgay, Public Protection Cabinet Office of
Legal Services, Board Counsel

CALL TO ORDER

Mr. McKenzie called the meeting to order at 10:21am.

MINUTES

A motion was made by Mr. Knapp to approve the July 1, 2021 meeting minutes. Motion seconded by Dr. Tran, carried.

MONTHLY FINANCIAL REPORT

The board reviewed the June and July 2021 financial reports. No action taken.

DPL UPDATE

Mrs. Nation advised that the board's hybrid meeting schedule will continue. Anyone who attends meetings in person must wear a mask.

DPL is preparing budgets for the next biennium. Mrs. Nation asked that the board let DPL know if there are any unusual upcoming expenses so they can be factored in.

DPL has pushed all license expiration dates to October 1, 2021 and continues to monitor the COVID-19 state of emergency. DPL is drafting notices to licensees for distribution when the SOE is lifted.

LEGAL COUNSEL

Mr. Pozgay advised that the legal team is monitoring the ongoing state of emergency and will take action as soon as it is lifted.

The board asked previous counsel to determine if temporary permits can be issued to one person covering several facilities. The legal team has placed a call to the Cabinet for Health and Family Services and are waiting to hear back.

The legal team has filed the requested regulation amendments and are waiting to see if public comments are received. One form and regulation might need a technical correction, but Mr. Pozgay advised that can be amended.

OLD BUSINESS

Mr. Davis made a motion to accept the amended forms and regulations as presented. Motion seconded by Mr. Knapp, carried.

NEW BUSINESS

The board reviewed a NAB testing site issue as reported by an applicant. The board asked Ms. Stewart share this issue with Michelle Grachek at NAB.

Mr. Davis has recused himself from complaint 2021LTCA00006. Sister Murray and Mr. McKenzie can review that complaint without Mr. Davis. The board asked Ms. Stewart reach out to Sister Murray to confirm availability for the next meeting.

COMPLAINTS/STANDARDS OF PRACTICE COMMITTEE

Mr. Knapp made a motion to table and postpone all complaints until the next meeting. Motion seconded by Dr. Tran, carried.

APPLICATIONS COMMITTEE

The Applications Committee made a motion and second to approve the following committee recommendations:

- Approval of 7 Emergency Temporary Permit Applications.
- Approval of 7 Initial Licensure Applications.
- Approval of 2 Endorsement Applications.
- Approval of 1 Continuing Education Application.

Motion carried.

PER DIEM AND TRAVEL

Mr. Knapp made a motion to accept the following per diem:

- September 2, 2021 - Board Meeting – Mr. Davis, Mr. McKenzie, Ms. Whittaker, Mr. Shelton, and Mr. Knapp. Dr. Tran declined per diem for the meeting.
- July 26, 2021 – Application review (45 minutes) - Mr. Shelton.

Motion seconded by Mr. Davis, carried.

ADJOURN

Mr. Davis made a motion to adjourn the meeting at 10:55 a.m. Motion seconded by Dr. Tran, carried.

Kenneth Urlage

Kenneth Urlage, Chair